# Bangor University Talentlink User Guide

## Guide 7: Searching the Archive and Copying from the Archive
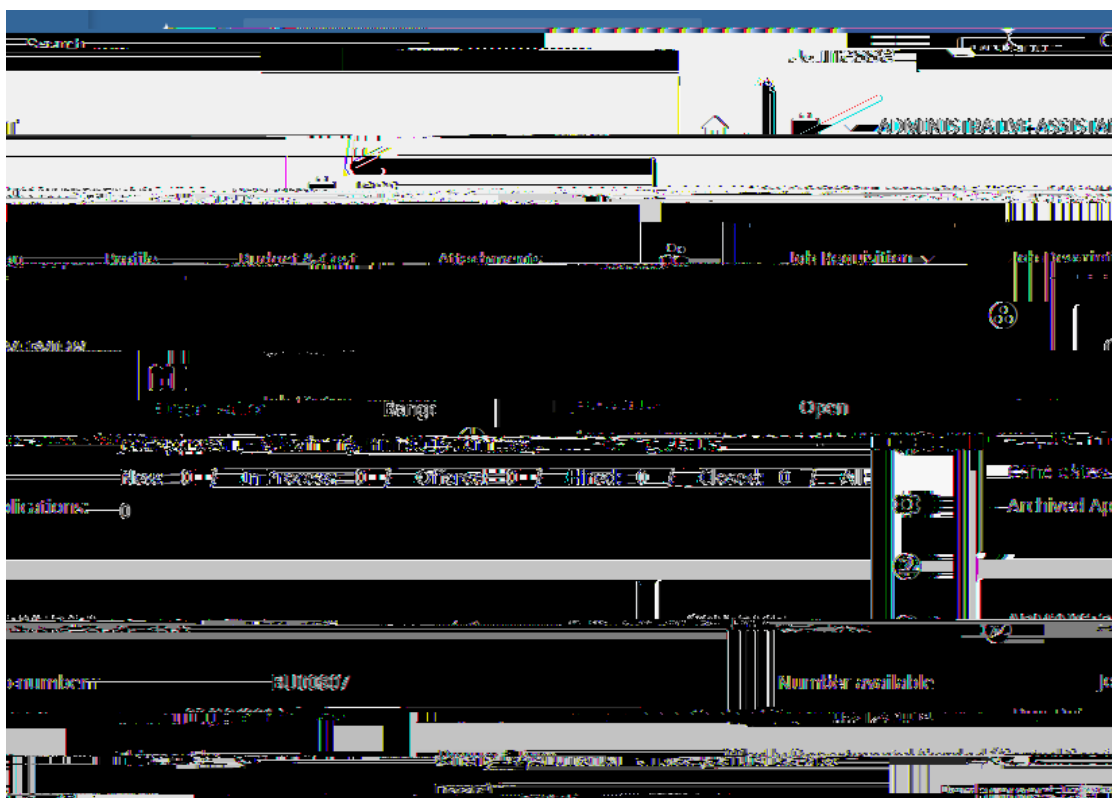
### Introduction

This guide provides an introduction to searching for archived jobs and copying the content of an archived job into a new requisition.
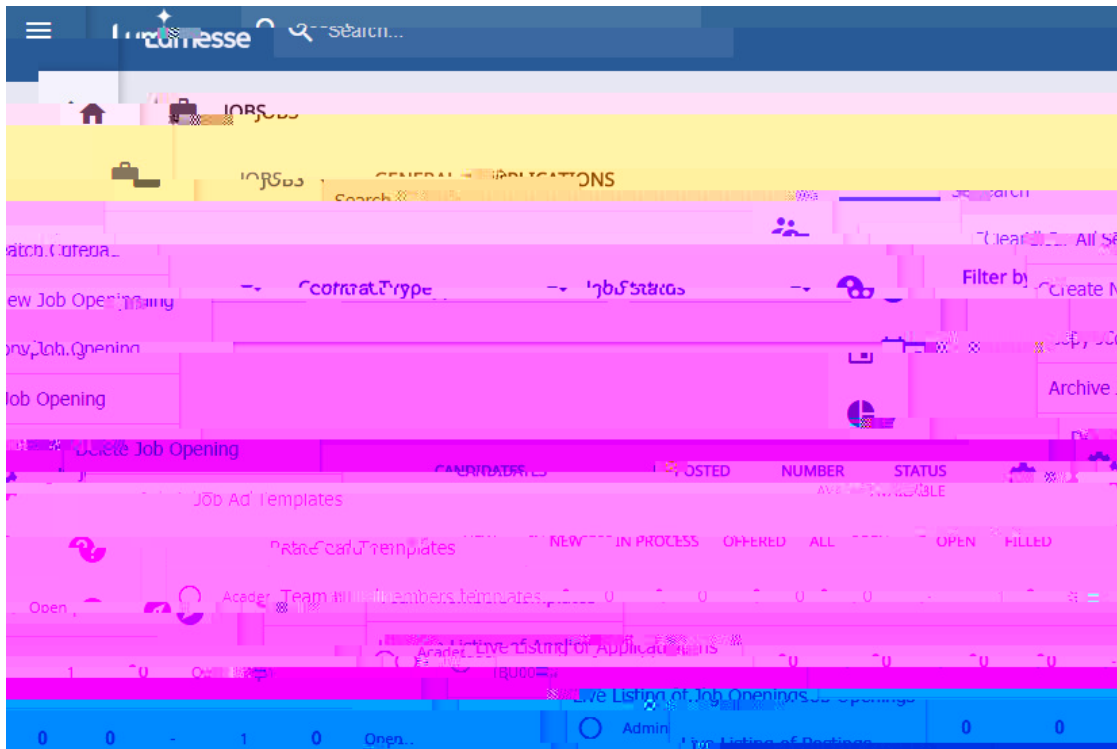
Section A: Searching the Archive
Section B: Copying Job content from the Archive

## Section A: Searching the Archive

On the left-hand menu, click **jobs**



Click ▼ next to **Jobs** and select **Search** – a pop up window will appear

Use the search criteria to search by criteria such as Job Title, Job Number or Organisation

Change the **Display Option** to **Archived Jobs** and click **Search**

You will be presented with a list of jobs that match the criteria

Click the job you wish to view

## Section B: Copying Job content from the Archive

On the left-hand menu, click **jobs**



Click ▼ next to **Jobs** and select **Search** – a pop up window will appear

The details for the NEW post will then be displayed.  Please follow Guide 3 Section C and D for editing this Job Requisition and Guide 4 to send it for approval

Please remember to **Clear All Search Criteria**